vision 2020

e-branch

in a box

October 2007

* The Most Current Version of this Guide can be found Online at help.lili.org

Presented by the

Idaho Commission for Libraries

Site URL:

http://_____.lili.org

Table of Contents

WEB PRESENCE: DEFINITION & CRITERIA

The Idaho Commission for Libraries defines Web Presence as a vital website that is an extension of the library providing information about or access to library services. A basic level of web presence for public libraries should meet the following criteria:

- Library Name
- Library address – both mailing address and street address, if different (includes branch information if applicable)
- Library phone number
- Online contact (email address or contact form)
- Hours of operation
- Library Board member names
- Link to the online catalog (if applicable)
- Link to the LiLI Portal
- Or, a link to the individual LiLI Databases and the LiLI Unlimited statewide catalog with the "funded by LiLI" icon/button
- Description of library services available to patrons
- Site content is current and all pages indicate when "last updated" or "last reviewed"

GLOSSARY

Accessibility - Providing access to web resources for users of all abilities. Specifically, design that takes into account the needs of individuals with disabilities, such as vision impairments.

Aggregator - In this context, software that collects newsfeeds for use in a web site. Related terms: blog, podcast, RSS,syndication.

Blocks - A Drupal term identifying chunks of content that run down the left or right side of the website

Blog - An automated system for posting articles or announcements on a web site. Blog articles are usually accessed via a web page with a reverse-chronological listing of these articles, or via an RSS newsfeed. Related terms: aggregator, podcast, RSS, syndication.

CAPTCHA – **C**ompletely **A**utomated **P**ublic **T**uring test to tell **C**omputers and **H**umans **A**part. CAPTCHA is used to help prevent computer programs (bots) from automatically running and adding accounts, spam messages, etc. from websites. A common CAPTCHA technique is to take a common word and make it all squiggly or put a line through it. Humans are still able to read the word, but computers have a hard time deciphering it because of the difficulties of programming a machine for optical character recognition.

Content editor - When editing a node it is the space in which text is entered and formatted. Using the content editor, the user can edit text, add graphics, create tables, and add hyperlinks to the content.

Content management system (CMS) - Software that allows users to create, update, and manage documents. In a web context, a CMS is software that lets a user with a web browser create web pages and manage a web site without having to deal with the technical aspects of web design.

Database - Software that warehouses data.

Domain name - The base of a URL. In http://www.example.com/this/is/a/url.html, example.com is the domain name. Related terms: URL.

Drupal - An open source content management system.

Embed - Placing a snippet of code, gadget or widget into a website to provide added functionality

Gadget - A prebuilt piece of code that interacts with a third
party website(s) to provide added functionality to a website.
Sometimes referred to as a Widget.

Library 2.0 - A concept of interactive library service in the digital age that is loosely tied
to Web 2.0. At current, it's still something of a buzzword that means different things depending
on the speaker, but generally it denotes the goal of simple but ubiquitous access to library
services and resources using technology.

Newsfeed - An automatically produced listing of blog or news headlines and excerpts. Related
terms: blog, RSS, syndication

Node - A Drupal term referring to a page or the main piece of content. If you take away the
headers,
footers, and sidebars on a page, what is left is the node.

Open source - Community-developed and supported software. The development and support is
usually facilitated by the Internet. Open source software is available for free in the sense that a
kitten is free. It doesn't cost anything, but once you have it, it's your responsibility to care for it.

Parent/Child Relationships - These relationships are used for hierarchy purposes in the Drupal
menu system . Parents are the top level items, and Children are items found one level below that.

Podcast - A blog presented in audio format. The term is a combination of the terms "iPod" and
"broadcast." Related terms: aggregator, blog, RSS,syndication.

Region - Drupal themes are broken down into different regions: header, footer, left sidebar, right
sidebar, and content. The header runs along the top of the page and usually contains the site logo
and the site title. The footer runs along the bottom of the page and usually contains the library's
address and phone number. The left and right sidebars usually run along the sides of the theme
and contain the blocks. The content region typically contains the node.

RSS - Stands for Really Simple Syndication, which is a method for providing newsfeeds on the
web. Related terms: aggregator, blog, podcast, syndication.

Sidebars - A Drupal term referring to the columns to the left and the right of the node, or central
content area of a web page.

Snippet - A small, reusable piece of code that adds additional functionality to a website

Syndication - In a web context, pulling the content from an RSS newsfeed into a web site.
Related terms: aggregator, blog, podcast, RSS.

Theme - A Drupal term; it is the default layout for a website.

URL - Stands for Uniform Resource Locator. A web site address, for example: http://www.example.com/this/is/a/url.html.

Web 2.0 - A new way of thinking about the web which provides tools and functionality for publishing, collaboration, and information access that normally existed only in the realm of desktop computing with software packages like Microsoft Office. Sometimes called "web as platform."

Widget - A prebuilt piece of code that interacts with a third party website(s) to provide added functionality to a website. Sometimes referred to as a Gadget.

WRITING FOR THE WEB - TIPS

☐ Use hierarchy to structure relations among information units.

☐ Use bullet lists instead of paragraphs.

☐ Use concise and factual sentences.

☐ Proofread everything twice!

☐ Update your pages frequently.

☐ Make sure all links are hot!

☐ Provide useful, specific information.

☐ Use bold text sparingly and use italics for emphasis.

☐ Avoid using "smart quotes" and auto hyphens.

☐ Avoid jargon and use terminology familiar to the user.

Useful References

Writing for the Web by Jakob Nielson
http://www.sun.com/980713/webwriting/

Writing for the Web by Daniel Will-Harris
http://www.efuse.com/Design/web_writing_basics.html

10 Tips for Good Web Writing by Jennifer Kyrnin
http://webdesign.about.com/od/writing/a/aa031405.htm

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LOG IN

Step 1   Navigate to the URL for your e-branch site

Step 2   Click **Login** link
*The link may have a different name if you have renamed it
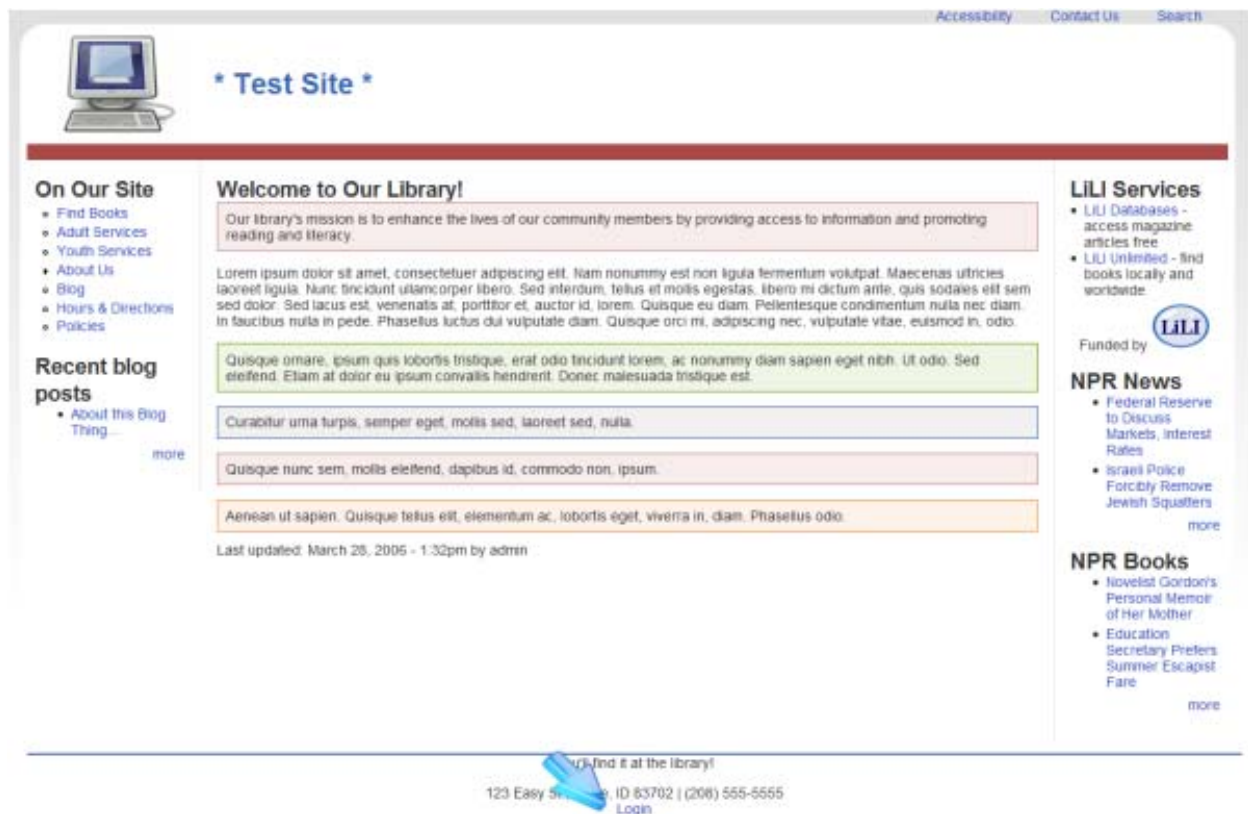
Step 3   Enter **Username** and **Password**

Step 4   Click **Log in**

CHANGING PASSWORD AND UPDATING E-MAIL ADDRESS

Step 1   When viewing the default screen upon login, click edit to enter **Edit Mode**
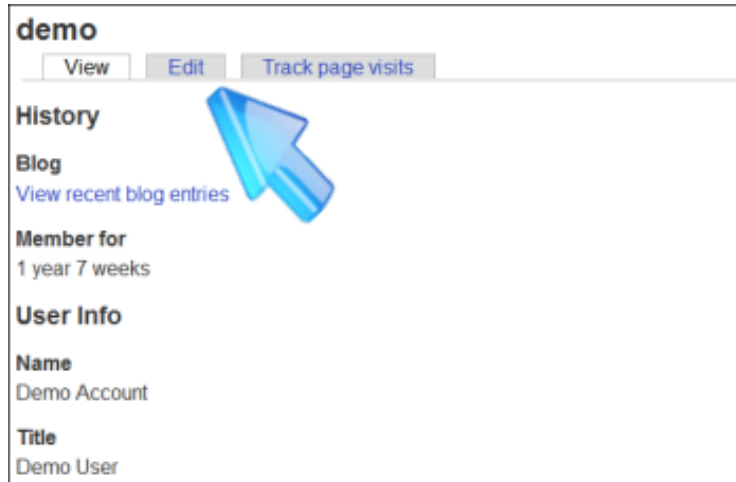
Step 2   Enter the e-mail address to which you want messages from the public to be sent to

Step 3   Enter your password in the **Password** text field and confirm it by entering in the password a second time in the **Confirm Password** text field

Step 4   Option: Check the **Personal Contact Form** checkbox if you wish to allow logged in users to contact you or other staff members.
* A description about what this is used for is listed on the page

Step 5   Select the **Time Zone** for your library

Step 6   Click **SUBMIT** at the bottom of the page to save the changes

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UPDATE USER INFO

Step 1   Enter **Edit Mode**

demo

| View | Edit | Track page visits |

History

Step 2   From the account page, click on **User Info**

demo

| View | Edit | Track page visits |

| Account settings | User Info |

---Account information---

E-mail address: *

demo@example.com

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Password:

Confirm password:

To change the current user password, enter the new password in both fields.

--- ▾ Contact settings ---

☐ Personal contact form
Allow other users to contact you by e-mail via your personal contact form. Note that while your e-mail address is not made public to other members of the community, privileged users such as site administrators are able to contact you even if you choose not to enable this feature.

--- ▾ Locale settings ---

Time zone:

Tuesday, August 7, 2007 - 09:47 -0800

Select your current local time. Dates and times throughout this site will be displayed using this time zone.

Submit

Step 3   Enter your **Name**, **Title**, and **Phone Number**
* All of this information is not publicly visible and is used primarily by the ICFL for site contact information

demo

| View | Edit | Track page visits |

Account settings   User Info

User Info

Name: *
Demo Account
Your real name. The content of this field is kept private and will not be shown publicly.

Title:
Demo User
Your position or title. The content of this field is kept private and will not be shown publicly.

Phone:

Phone number where you can be reached during business hours. The content of this field is kept private and will not be shown publicly.

Submit

Step 4   Click **Submit** at the bottom of the page to save the changes
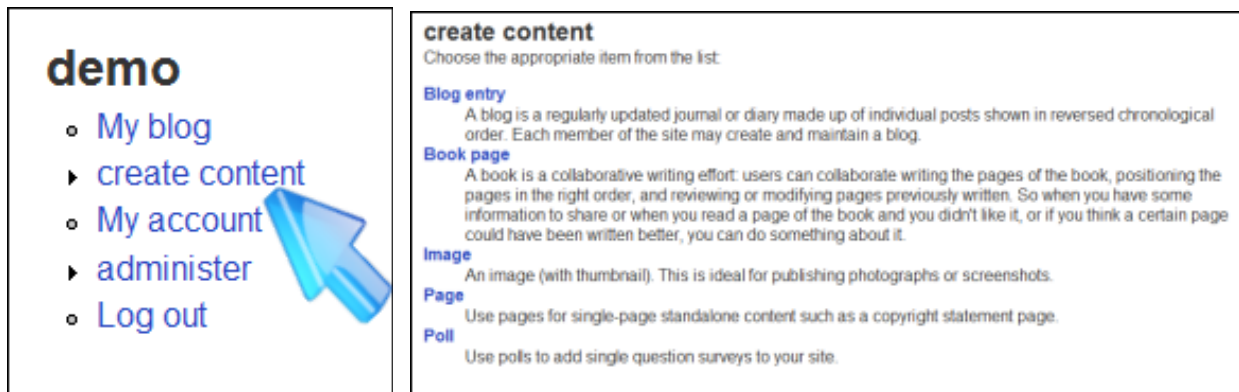
ENTERING INTO EDIT MODE

Step 1   Login
                * If you have logged in previously, the administrator menu will be available to you

Step 2   Either Create a New Page **OR** Edit an Existing Page

      A. **Creating New Pages**
          To Create New Content by Navigating to Create Content and
          Selecting the Type of Content you want to Create

demo
- My blog
- create content
- My account
- administer
- Log out

create content
Choose the appropriate item from the list:

Blog entry
A blog is a regularly updated journal or diary made up of individual posts shown in reversed chronological order. Each member of the site may create and maintain a blog.

Book page
A book is a collaborative writing effort: users can collaborate writing the pages of the book, positioning the pages in the right order, and reviewing or modifying pages previously written. So when you have some information to share or when you read a page of the book and you didn't like it, or if you think a certain page could have been written better, you can do something about it.

Image
An image (with thumbnail). This is ideal for publishing photographs or screenshots.

Page
Use pages for single-page standalone content such as a copyright statement page.

Poll
Use polls to add single question surveys to your site.

      B. **Editing Existing Pages**
          Navigate to the page you want to edit and click Edit

View   Edit   Track

Step 3   Scroll down the page to the **Body** section to begin editing/adding content

ADDING/MODIFYING PAGE TITLES

Setting a page title in the e-Branch in a Box system is required because it uniquely identifies pages in list items, is used in internal searches, and optimizes your search results on external search engines such as Google, Live, or Yahoo.

Step 1   Enter **Edit Mode**

Step 2   Enter text to describe the page in the **Title** text field
   Note: Items with a red asterisk (*) indicate that the field is required

Step 3   Click **Submit** at the bottom of the page to save the changes

THE WYSIWYG TEXT EDITOR

*** W**hat **Y**ou **S**ee **I**s **W**hat **Y**ou **G**et

The Drupal system is heavily biased toward text and text manipulation. However, the ICFL realizes that e-Branch users will want to put images and colors into their sites to make them visually appealing. Since ICFL doesn't expect everybody to be HTML gurus, the e-Branch in a Box project uses the open-source, WYSIWYG, TinyMCE editor. This editor provides a Microsoft Word-like interface and automatically creates the underlying HTML code. One word of caution, WYSIWYG editors can be prone to error and are restrictive if you want to go beyond the use of text.
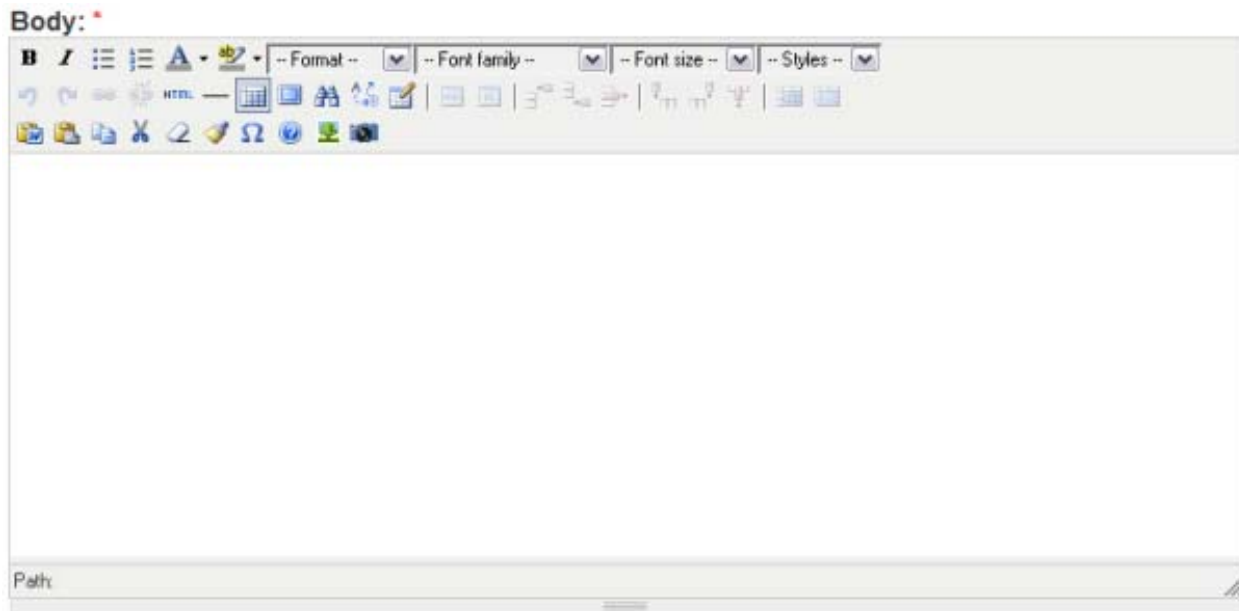
For users who find this interface cumbersome, it can be turned off. If you decide to go this route, the system will allow you to enter in plain text or HTML code into the body field. If you do not know HTML, the organization that writes the HTML standard, the World Wide Web Consortium, has free online tutorials (http://www.w3schools.com).

BUTTON DESCRIPTIONS

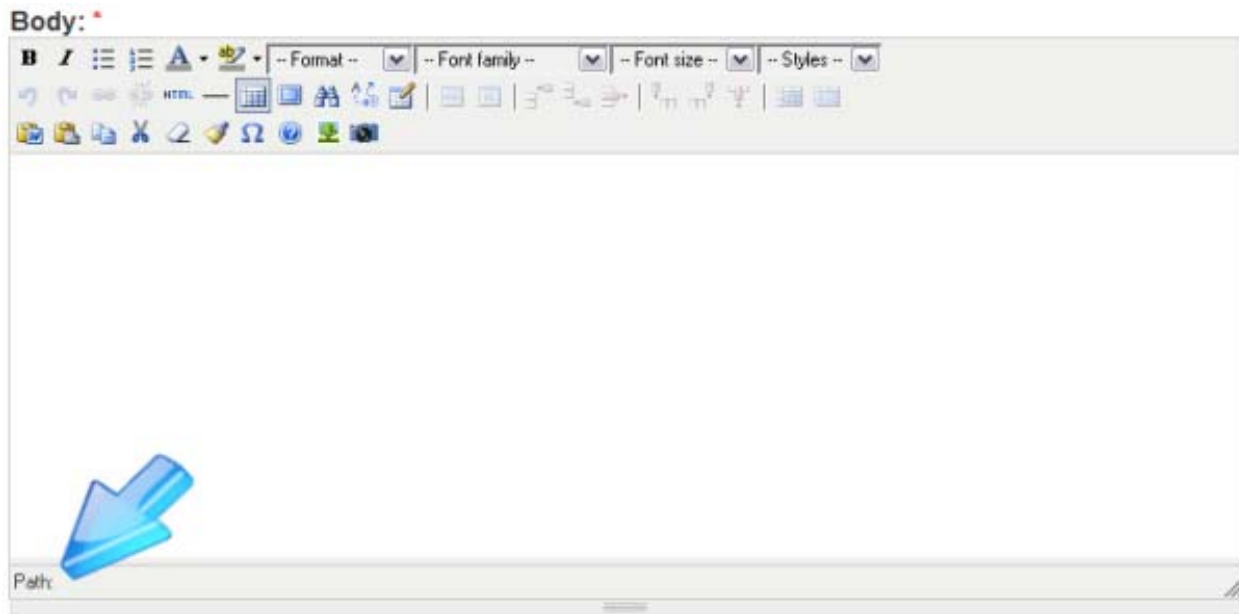|		
B – Bolds the text	*I* – Italicizes the text	– Bulleted List
– Numbered List	**A** – Text Color	– Text Background Color
-- Format -- – Converts selected text into HTML paragraphs (<p>), headings (<h3>, <h4>, <h5>, <h6>), addresses (<address>), and preformatted (<pre>)	-- Font family -- – Converts the selected text into the selected font (Arial, Times, Comic Sans, etc.)	-- Font size -- – Converts the selected text into the desired font size (8pt – 36pt)
-- Styles -- – Applies various styles to selected text (boxes, positioning, and text styling)	– Undoes last action	– Redo an Undo
– Create Hyperlink	– Remove Hyperlink	– View HTML code
– Creates a Horizontal line	– Show/Hide Invisible elements	– Full Screen Mode
– Find	– Find and Replace	– Insert New Table
– Table Row Properties	– Table Cell Properties	– Insert Row Before Selected Row
– Insert Row After Selected Row	– Delete Selected Row	– Insert Column Before Selected Row
– Insert Column After Selected Row	– Remove Selected Column	– Split Merged Cells
– Merge Selected Cells	– Paste From Word	– Paste
– Copy	– Cut	– Remove Formatting
– Clean Up Messy Code	– Insert Special Character	– Help
– Edit Image	– Insert/Upload Image	

THE PATH ATTRIBUTE

The WYSIWYG Editor does not display the underlying HTML code to the screen, but rather displays a representation of what the finished page will look like. Sometimes, setting and resetting the various styling elements can add extra code that will cause the page to display in an unexpected manner. One way to get a visual clue without learning HTML is to look at the **Path** at the bottom of the editor area.

No matter what element the editor sets, it will be represented in the path. Some of the more common items that will be displayed in the path are paragraphs (p), bulleted list/unordered list (ul), numbered list/ordered list (ol), list items (li), bold/strong (strong), and italics/emphasis (em).   The colored boxes and positioning styling are listed as spans. Also, by clicking on the individual name elements in the path, this ensures that the entire underlying HTML content gets selected and overwritten when making a change.

GETTING STARTED WITH THE TINYMCE

BOLDING TEXT

Step 1   Enter **Edit Mode**

Step 2   Select desired text

Step 3   Click **Bold** icon

Step 4   Click **Submit** at the bottom of the page to save the changes

---

REMOVING BOLD TEXT

Step 1   Enter **Edit Mode**

Step 2   Click on the text to remove the bold text

Step 3   In the path, click **STRONG** to select the entire bolded item

Path: p » strong

Step 4   Click **Bold Icon**

Step 5   Click Submit at the bottom of the page to save the changes

ITALICIZING TEXT

Step 1   Enter **Edit Mode**

Step 2   Select desired text

Step 3   Click **Italics** icon

Step 4   Click **Submit** at the bottom of the page to save the changes

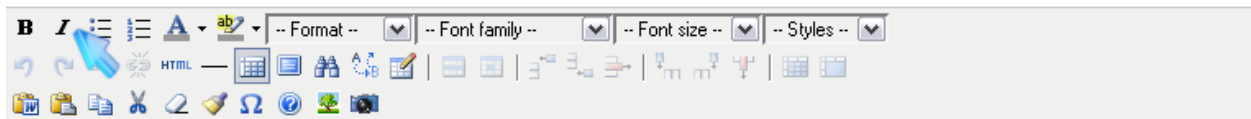## REMOVING ITALICED TEXT

Step 1   Enter into **Edit Mode**

Step 2   Click on the text to remove the italics

Step 3   In the path, click on **EM** to select the entire italicized item

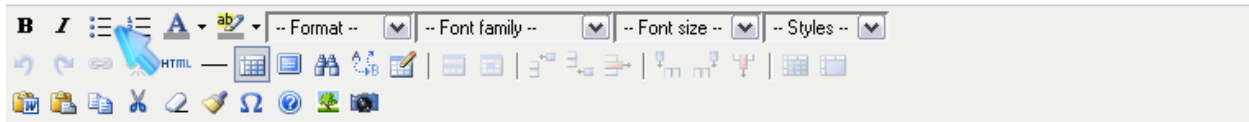Path: p » em

Step 4   Click **Italics** icon

Step 5   Click **Submit** at the bottom of the page to save the changes

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CREATING A LIST WITH BULLETS

Step 1   Enter **Edit Mode**

Step 2   Position the cursor at the point where you want the Bulleted List

Step 3   Click **Bulleted List** icon

Step 4   The editor will now have a bullet item (li) on the page. Type in the desired
                text and click enter to start another bullet point. When done adding
                bullets, click the **Bulleted List** icon once again to end the list.

Step 5   Click **Submit** at the bottom of the page to save the changes

---

REMOVING A BULLETED LIST ITEM

Step 1   Enter **Edit Mode**

Step 2   Click on the bullet point to remove

Step 3   In the path, click on **LI** to select the entire bulleted item

Path: ul » li

Step 4   Use **Delete** or **Backspace** on the keyboard to remove the list item

Step 5   Click **Submit** at the bottom of the page to save the changes

REMOVING AN ENTIRE BULLETED LIST

Step 1   Enter **Edit Mode**

Step 2   Click on one of the bullet points in the list you want to remove

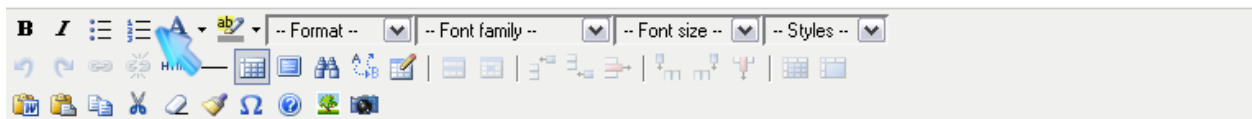Step 3   In the path, click on **UL** to select the bulleted list

Path: ul > li

Step 4   Use **Delete** or **Backspace** on the keyboard to remove the list

Step 5   Click **Submit** at the bottom of the page to save the changes

---

CREATING A LIST WITH NUMBERS

Step 1   Enter into **Edit Mode**

Step 2   Position the cursor at the point where you want the Numbered List

Step 3   Click **Numbered List** icon

Step 4   The editor will now have a numbered item (li) on the page. Type in
                desired text and click enter to start another numbered point. When
                done adding bullets, click the **Numbered List** icon once again to end the
                list.

Step 5   Click **Submit** at the bottom of the page to save the changes

REMOVING AN ITEM WITH A NUMBER

Step 1   Enter **Edit Mode**

Step 2   Click on the numbered bullet point to remove

Step 3   In the path, click on **LI** to select the entire numbered item

Path: ol > li
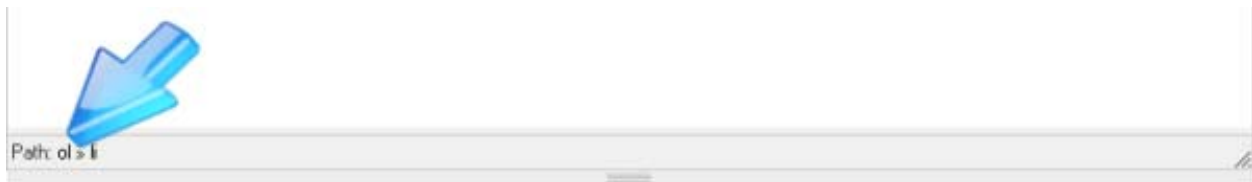
Step 4   Use **Delete** or **Backspace** on the keyboard to remove the list item

Step 5   Click **Submit** at the bottom of the page to save the changes

Preview   Submit

REMOVING AN ENTIRE NUMBERED LIST

Step 1   Enter **Edit Mode**

Step 2   Click on one of the numbered bullet points in the list you want to remove

Step 3   In the path, click on **OL** to select the numbered list

Path: ol > li

Step 4   Use **Delete** or **Backspace** on the keyboard to remove the list

Step 5   Click **Submit** at the bottom of the page to save the changes

Preview   Submit

SETTING THE FONT COLOR

Step 1   Enter **Edit Mode**

Step 2   Select desired Text

Step 3   Click on the **Font Color** icon

Step 4   Select the desired color from the palette

Step 5   Click **Submit** at the bottom of the page to save the changes

REMOVING THE FONT COLOR

Step 1   Enter **Edit Mode**

Step 2   Click on the text to remove the Color

Step 3   In the path, click **Span** to select all the colored text

Path: p » span

Step 4   Click **Remove Formatting (Eraser)** icon
    *Note: Depending on your browser, this may remove all the formatting on the page. Also, there is a bug
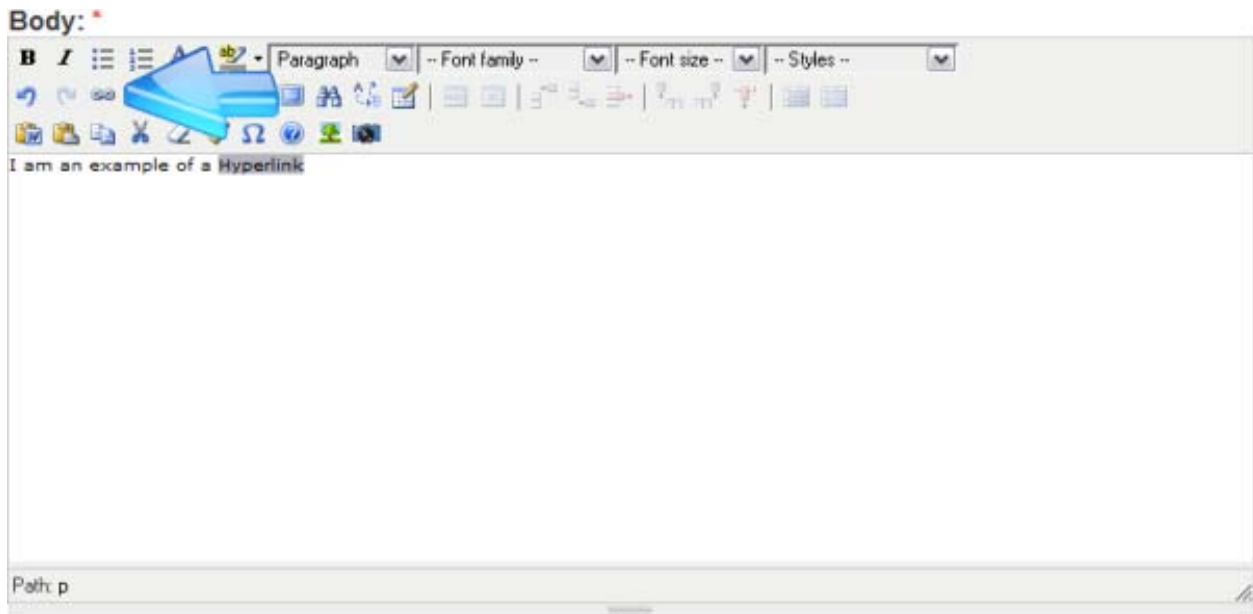   in Internet Explorer that will not remove the font color. To get around this, click on Span (see step 3) and
    delete the text, then reset the color as desired.

Step 5   Click **Submit** at the bottom of the page to save the changes

SETTING THE FONT BACKGROUND COLOR

Step 1   Enter **Edit Mode**

Step 2   Select the desired text

Step 3   Click **Font Background Color** icon

Step 4   Select the desired color from the palette

Step 4   Click **Submit** at the bottom of the page to save the changes

REMOVING THE FONT BACKGROUND COLOR

Step 1   Enter **Edit Mode**

Step 2   Click on the text to remove the Background Color

Step 3   In the path, click **Span** to select the entire colored region

Path: p » span

Step 4   Click **Remove Formatting (Eraser)** icon
              * Note: Depending on your browser, this may remove all the formatting on the page

Step 5   Click **Submit** at the bottom of the page to save the changes

Preview Submit

CREATING AN INTERNAL/EXTERNAL LINK

Step 1   Navigate to the page that you want to link to

Step 2   Copy the URL for this page

Step 3   Enter into **Edit Mode** on the page where the link is to be added

Step 4   In the **Body** section, highlight the wording to be used as the link to the
                other page

Step 5   When the wording is highlighted, the "link" picture becomes available

Body: *

I am an example of a Hyperlink

Path: p

Step 6   Click **Insert/Edit Link**; a new window will pop up

Step 7   Paste the URL into the "Link URL" box

Step 8   Option: Fill out the Title textbox. This will create a "tooltip" (tooltips
                are the dialog boxes that appear when hovering over a hyperlink) for the
                link.

Step 9   Click **Insert**

Step 10   Click **Submit** at the bottom of the page to save the changes

REMOVING A HYPERLINK

Step 1   Enter **Edit Mode**

Step 2   Click on the Hyperlink to be removed

Step 3   In the path, click on **A** to select the entire hyperlink

Path: p » a

Step 4   Click **Unlink** Icon

Step 5   Click **Submit** at the bottom of the page to save the changes

CUTTING AND PASTING FROM OFFICE APPLICATIONS

Programs like Microsoft Word, Open Office, and Corel WordPerfect can add extra, unwanted code when you cut and past directly from them. This extra code can lead to undesired behavior in the TinyMCE editor and should be stripped out prior to adding them to the e-Branch site. The TinyMCE has a built in utility that will take care of this for you.

Step 1   Copy the desired text

Step 2   Enter **Edit Mode**

Step 3   Click on **Paste from Word** icon

Step 5   Click **Submit** at the bottom of the page to save the changes

UPLOADING AND\OR ADDING A PHOTO

Step 1   Enter **Edit Mode**

Step 2   Click **Add Image** icon

Step 3   When placing an image on the page that has been uploaded previously,
                Skip to Step 11

Step 4   Click on **Upload** to transfer an image file to the server

Step 5   Give your image a **Title**

> * The Title field is used for accessibility purposes (HTML alt tag). The title attribute should be as descriptive as possible and should describe the image. For example, if you have an picture of an owl, using Owl as the title is less descriptive as White Snowy Owl Perched on a Branch in a Fir Tree.

Step 6   Click on **Browse**

Step 7   Browse to and Single click on the image that you want to upload

Step 8   Click **Open**

Step 9   Option: From the drop-down list, choose a gallery to place the image

Step 10   Click **Submit**

Step 11   **Image Sizing**: By default, the system will create and use a thumbnail sized version of the image. From the size drop-down list, choose the size desired.

Options:
- Thumbnail – A scaled down version of the original sized image
- Preview – The image at its original, full sized proportions
- Other – Allows you to define the size desired

Step 12   **Image Positioning**:

Alignment drop-down list allows image placement on the left, right, or center of the page. This uses HTML's float property which makes the text automatically wrap around the image.

Step 13   Option – Creating a **Link** to another page:

By default, the system does not create a hyperlink when an image is added. In the Link drop-down list, a link can be established to the image page (i.e., A thumbnail image, can be set link to the full Sized Image), the link can be set to open in a new browser window, or the link can be set to go to a URL.

Step 14   Click **Insert**

Step 15   Click **Submit** at the bottom of the page to save the changes

WORKING WITH WEIGHTS

Weights allow you to position system-generated content into a different order. If a weight can be applied to an element, you will see a drop down box that list allows you to set a numerical weight.

Weight:
0

In the drop-down box you will see a scale of negative and positive numbers. Negative numbers weigh less than positive numbers; therefore they rise to the top. Positive numbers weigh more than negative numbers; therefore they sink to the bottom. So if you want your new category to "float" to the top, give it a negative number. Or if you want it to "sink" to the bottom give it a heavier positive number.

```
-10
-9
-8
-7
-6
-5
-4
-3
-2
-1
0
1
2
3
4
5
6
7
8
9
0
```

If more than one item has the same weight, then the system will order them in alphabetical order. If multiple weights are applied to multiple items, then the system will order them by weight first, and then alphabetize them after that. For example, if you have apples set as -10, bananas set at 0, oranges set at 0, and pears set at -10 the items would be ordered as follows: apples, pears, bananas, oranges.

PARENT/CHILD RELATIONSHIPS

To manage how items are related to one another, Drupal taps into the power of Parent/Child relationship hierarchies. Parent items are at the top, or starting point of the hierarchy. When you want to associate similar items with the parent items, but want them to be a level below, you create a child item. Child items can also be parent items.

ADDING A PAGE TO THE MENU SYSTEM

Step 1   Enter **Edit Mode**

Step 2   Scroll down and click **Menu Settings** link

Step 3   Give the menu item a **Title** by filling in the Title text field. This
                information will be used as the human-readable text people can click on.

Step 4   Option: Add a **Description**. The description is used to display a
                "tooltip" (tooltips are the dialog boxes that appear when hovering
                over a hyperlink).

Step 5   Select **Parent Item**

Step 6   Option: Set the **Weight**.
                   * For more information on weights, please refer to page 35 of this tutorial.

Step 7   Click **Submit** at the bottom of the page to save the changes

ATTACHING AND LINKING TO DOCUMENTS

Step 1   Enter **Edit Mode**

Step 2   Scroll down and click on **File Attachments**

Step 3   Click **Browse**

Step 4   Browse to and Single click on the file to be attached to the page

Step 5   Click Open
                *The path and title of the document will appear in the Attach new file box

Step 6   Click **Attach**

* When the document is successfully attached, the File attachments section will refresh and the hyperlink to the document will automatically appear

* If the List Checkbox is checked, it means that the page will automatically generate a list of attached documents.

```
┌ ▼ File attachments ─────────────────────────────────────────────────────────────────┐
│ Changes made to the attachments are not permanent until you save this post. The first "listed" file will be │
│ included in RSS feeds.                                                                │
│ Delete  List  Description                                    Size                     │
│  ☐       ☑    test.doc                                       0 bytes                   │
│              http://demo.lii.org/files/demo/test.doc                                  │
│                                                                                       │
│ Attach new file:                                                                      │
│ [_____]  [ Browse... ]                                             │
│                                                                                       │
│ [ Attach ]                                                                            │
└───────────────────────────────────────────────────────────────────────────────────┘
```

Step 7   Highlight the URL under the attachment name and "copy" it

```
┌ ▼ File attachments ─────────────────────────────────────────────────────────────────┐
│ Changes made to the attachments are not permanent until you save this post. The first "listed" file will be │
│ included in RSS feeds.                                                                │
│ Delete  List  Description                                    Size                     │
│  ☐       ☑    test.doc                                       0 bytes                   │
│              http://demo.lii.org/files/demo/test.doc                                  │
│                                                                                       │
│ Attach new file:                                                                      │
│ [_____]  [ Browse... ]                                             │
│                                                                                       │
│ [ Attach ]                                                                            │
└───────────────────────────────────────────────────────────────────────────────────┘
```

Step 8   Create a hyperlink in the body section of the page, if desired

* see page 27 for instructions on creating a hyperlink

Step 9   Click Submit at the bottom of the page to save the changes

* Note: File Attachments will not be saved until the page is submitted

[Preview] [Submit]

CUSTOM URLS

Each page URL is uniquely assigned a "node" number and this information is appended to the end of the page URL (libraryname.lili.org/node/<unique number here>). While this numbering scheme works for the majority of situations you come across, there are times when some pages need to be highlighted by a custom URL (also called Clean URLs).

For example, for promotional materials you want to tie to the website, you can create a unique, more readable, URL for the page. This should not be done full scale throughout the site; rather, just to make access easier to the designated special pages. If your page would benefit from a custom URL – i.e. libraryname.lili.org/services – the following steps should be followed:

Step 1   Enter **Edit Mode**

Step 2   Scroll down and click on **URL path settings**

Step 3   Type in the word you want to appear after the / in the URL

Step 4   Click **Submit** at the bottom of the page to save the changes

SCHEDULING A PAGE TO AUTOMATICALLY PUBLISH/UNPUBLISH

Step 1   Enter **Edit Mode**

Step 2   Scroll down and click on **Scheduling Options**

Step 3   Enter a date in the **Publish** on box. Be sure to include date and time in the format shown in the example on the screen. If the box is left blank, the announcement will be posted immediately

Step 4   Option: Enter a date and time in the **Unpublish on** box. Again, pay attention to the format of the date and time.
                *Note: It is possible to post something for immediate viewing and to schedule a removal date

Step 5   Click **Submit** at the bottom of the page to save the changes

EDITING ONLINE CONTACT INFORMATION

Step 1   Find the **Contact Us** link on your site and click on it to bring up the
                site-wide contact form to get an idea of what the form looks like

Step 2   Click **Administer >> Site building >> Contact form**

Step 3   Click **Settings** tab, then edit the message in the **Additional Information** text box so it displays the correct information on the **site-wide contact form**.

Contact form

| List | Add category | Settings |

This page lets you setup you[...]ide contact form. To do so, add one or more categories. You can associate different recipients with ea[...]gory to route e-mails to different people. For example, you can route website feedback to the webmast[...][...]irect product information requests to the sales department. On the settings page, you can customize the information shown above the contact form. This can be useful to provide additional contact information such as your postal address and telephone number.

The contact module also adds a menu item (disabled by default) to the navigation block.

[more help...]

Category	Recipients	Selected	Operations
Questions or Comments	lili@libraries.idaho.gov	No	edit delete

Contact form

| List | Add category | Settings |

Additional information:

```
You can leave a message using the contact form below.
```

Information to show on the contact page. Can be anything from submission guidelines to your postal address or telephone number.

Hourly threshold:

3 ▾

The maximum number of contact form submissions a user can perform per hour.

☑ Enable personal contact form by default
Default status of the personal contact form for new users.

[Save configuration] [Reset to defaults]

Step 4   Click **Save Configuration** when finished making changes

Step 5   To verify the changes were made, find the Contact Us link on your site. You should now see the changes made to the site-wide message.

ADDING ADDITIONAL CONTACTS WITH CATEGORIES

Step 1   Click **Administer >> Site Building >> Contact Form** and then click on
               the Add Category tab
                    * see Editing the Online Contact Information section for screenshots

Contact form

| List | Add category | Settings |

This page lets you setup your si... contact form. To do so, add one or more categories. You can associate different recipients with each cate... route e-mails to different people. For example, you can route website feedback to the webmaster and dire... duct information requests to the sales department. On the settings page, you can customize the information shown above the contact form. This can be useful to provide additional contact information such as your postal address and telephone number.

The contact module also adds a menu item (disabled by default) to the navigation block.

[more help...]

Category	Recipients	Selected	Operations
Questions or Comments	lili@libraries.idaho.gov	No	edit delete

Step 2   Fill in the **Category** and **Recipient** boxes. The **Auto-Reply** is optional.

               Category can be the name of the department or perhaps the name of a
               person.

               Recipient is the email address or addresses of the department or person.
                * Note: You must enter something in any box with a red asterisk (*).

               Auto-Reply will automatically send out a response message to the e-mail
               address that is provided by the person filling out the form

               Example:
               Category: Reference
               Recipient: demo@your.email
               Auto-Reply: [This is optional, no asterisk]

Contact form

| List | Add category | Settings |

Category: *

Example: 'website feedback' or 'product information'.

Recipients: *

Example: 'webmaster@example.com' or 'sales@example.com,support@example.com'. To specify multiple recipients, separate each e-mail address with a comma.

Auto-reply:

Optional auto-reply. Leave empty if you do not want to send the user an auto-reply message.

Step 3   Option: Set the **Weight** of the category
                    * See the section about Weights on page 35

Weight:
0

When listing categories, those with lighter (smaller) weights get listed before categories with heavier (larger) weights.
Categories with equal weights are sorted alphabetically.

Step 4   Option: Make a category the default
                    * this is used when there is more than one category

Selected:
No

Set this to *Yes* if you would like this category to be selected by default.

Step 5   Click **Submit** at the bottom of the page to save the changes

FINDING, EDITING, AND DELETING NODES

Step 1   Click **Administer >> Content management >> Content**

Step 2   Option: By default, Drupal will display all of the nodes that have been created. To narrow down this list, you may apply **Filters**

The Status Filter will allow you to filter the node listing by published, not published, promoted, not promoted, sticky, or not sticky statuses.

The **Type Filter** will allow you to filter the node listing by node types.

The **Category Filter** will allow you to filter the node listing by taxonomy.

Step 3   Select the desired node from the list by clicking the checkbox to the left of the page title.

	Title	Type	Author	Status	Operations
☐	Accessibility Information	Page	admin	published	edit
☐	Youth Services	Book page	admin	published	edit
☐	Find Books and Other Library Materials	Book page	admin	published	edit
☐	Policies	Book page	admin	published	edit
☐	Tiny LiLI logo	Image	demo	published	edit
☐	LiLI logo	Image	demo	published	edit
☐	Hours & Directions	Page	admin	published	edit
☐	About this Blog Thing...	Blog entry	admin	published	edit

To select the entire list, click the checkbox to the left of Title

	Title	Type	Author	Status	Operations
☐	Accessibility Information	Page	admin	published	edit
☐	Youth Services	Book page	admin	published	edit
☐	Find Books and Other Library Materials	Book page	admin	published	edit
☐	Policies	Book page	admin	published	edit
☐	Tiny LiLI logo	Image	demo	published	edit
☐	LiLI logo	Image	demo	published	edit
☐	Hours & Directions	Page	admin	published	edit
☐	About this Blog Thing...	Blog entry	admin	published	edit

Step 4   Select the desired action from the **Update options** dropdown list

Update options

Publish   ▼   Update
Publish
Unpublish
Promote to front page
Demote from front page
Make sticky
Remove stickiness
Delete

Step 5   Click **Update** to save the changes

Update options
Publish   ▼   Update

ADDING A HYPERLINK TO THE MENUING SYSTEM
* without creating a page

Step 1 Click **Administer >> Site Building >> Menus**

Step 2 Find the menu you want to add a menu item to. Click **Add Item**
* Note: This will automatically set the parent item for you

On Our Site
- Edit
- Delete
- Add item

Menu item	Expanded	Operations
Find Books		edit disable delete
Adult Services		edit disable delete
Youth Services		edit disable delete
About Us	No	edit disable delete
- Board of Trustees		edit disable delete
- Friends of the Library		edit disable delete
Blog		edit disable delete
Hours & Directions		edit disable delete
Policies		edit disable delete

Step 3 Enter in the **Title** for the menu item
* Note: The Title is what is displayed to the user

Title: *

The name of the menu item.

Step 4 Option: Add a **Description** to the menu item

Description:

The description displayed when hovering over a menu item.

Step 5 Set the **Path**. The path is the URL that you want to point to.

Path: *

The path this menu item links to. This can be an internal Drupal path such as *node/add* or an external URL such as *http://drupal.org*. Enter <front> to link to the front page.

Step 6   Option: Set the **Weight**
                  * For more information on weights, please see page 35

Step 7   Click **Submit** at the bottom of the page to save the changes

POSTING TO YOUR BLOG

Step 1   In the administrator menu, click **My blog**

demo
- My blog
- create content
- My account
- Categories
- administer
- Log out

Step 2   On the page that comes up, you will see a list of blog posting that you have created previously. To add a new post, click on **Post new blog entry**.

demo's blog
- Post new blog entry.

Step 3   Enter a title for the blog entry in the box beneath "title." Titles should be descriptive of the content, much like a headline.

Submit Blog entry

Title: *

Step 4   In Content Editor, type the content of the blog entry

Step 5   Click **Submit** at the bottom of the page to save the changes

Preview | Submit

DISABLING THE BLOG

Should your library choose not to utilize the blog at this time, it can be disabled. The easiest way to do this is to disable the module that controls the blogging functionality.

Step 1   **Click Administer >> Site Building >> Modules**

Step 2   Scroll down to the **Core – optional** modules section, and uncheck the **Blog** and **Blog API** modules

　　　　　　* To enable the Blog, re-check the checkboxes

Step 3   Click **Save Configuration** at the bottom of the page to save the changes

Note: This will not delete the blog entries that you have previously entered. Rather, it simply disables these nodes. To permanently remove these entries, please see page 46.

WORKING WITH RSS FEEDS

Step 1   Click **Administer >> Content Management >> News aggregator**

Two Sections:

> **Feed Overview**: shows the feeds currently linked to the e-branch site.
> **Category Overview**: shows categories of feeds on the e-branch site.

Feed overview

Title	Items	Last update	Next update	Operations	
e-branch Blog	0 items	5 hours 28 min ago	*31 min 9 sec* left	edit remove items	update items
Idaho Commission for Libraries Blog	0 items	5 hours 28 min ago	*31 min 7 sec* left	edit remove items	update items
NPR Books	10 items	5 hours 28 min ago	*31 min 8 sec* left	edit remove items	update items
NPR Top Stories	16 items	5 hours 28 min ago	*31 min 9 sec* left	edit remove items	update items

Category overview

Title	Items	Operations
Idaho Library News	0 items	edit
NPR Books	10 items	edit
NPR News	16 items	edit

EDITING CATEGORIES

Step 1   Click **Administer >> Content Management >> News aggregator**
                  * See page 55 for the screenshots of this menu location

Step 2   Locate the category that you want to change and click **Edit**

Category overview

Title	Items	Operations
Idaho Library News	0 items	edit
NPR Books	10 items	edit
NPR News	16 items	edit

Step 3   Enter a new title in the **Title** textbox

Edit category

Title: *

NPR Books

Step 4   Change the **Description** to reflect feeds that will be categorized

Description:

Book news and reviews from National Public Radio.

Step 5   Click **Submit** at the bottom of the page to save the changes

Submit   Delete

ADDING A NEW CATEGORY

Step 1   Click **Administer >> Content Management >> News aggregator**
                * See page 55 for the screenshots of this menu location

Step 2   Click **Add Category**

News aggregator

| List | Add category | Add feed | Settings |

Thousands of sites (particularly [ ] sites and weblogs) publish their latest headlines and/or stories in a machine-readable format so that [ ] sites can easily link to them. This content is usually in the form of an RSS feed (which is an XML-based syndication standard). To display the feed or category in a block you must decide how many items to show by editing the feed or block and turning on the feed's block.

[more help...]

Step 3   Enter in the **Title** for the new category

Title: *

Step 4   Enter in the **Description** for the new category

Description:

Step 5   Click **Submit** at the bottom of the page to save the changes

Submit

ADDING A FEED

(Example: New York Times Book Reviews)

Step 1   In a separate browser window, go to http://www.nytimes.com/

Step 2   Scroll to the bottom of the NYT page and click on RSS. This feature is available on many large sites as a service to help people easily locate the RSS feeds they have available

Step 3   In the list of feeds, locate the feed for "Book Reviews" and click on the RSS button next to it. Depending on your browser, this page might look like undecipherable code. On more modern browsers (Internet Explorer 7, Firefox 2, Safari 2) the most current headlines will be displayed.

Step 4   Select the URL of this new page from the address bar up top and **COPY** it

Step 5 Return to the browser window that is logged into your e-branch site

Step 6 Click **Administer >> Content Management >> News aggregator**
  * See page 55 for the screenshots of this menu location

Step 7 Click **Add Feed**

News aggregator

| List | Add category | Add feed | Settings |

Thousands of sites (particularly news sites and   gs) publish their latest headlines and/or stories in a
machine-readable format so that other sites can   nk to them. This content is usually in the form of an RSS
feed (which is an XML-based syndication standard).   display the feed or category in a block you must decide
how many items to show by editing the feed or block and turning on the feed's block.

[more help...]

Step 8 Add a Title to the title textbox
  * For example, New York Times Book Reviews

Title: *

The name of the feed; typically the name of the web site you syndicate content from.

Step 9 In the **URL** text box, paste the URL copied from the NYT site

URL: *

The fully-qualified URL of the feed.

Step 10 Select an Update interval. This indicates how frequently the e-branch site
  will go look for new content at the New York Times Book Review
  Example: 12 hours.

Update interval:

1 hour

The refresh interval indicating how often you want to update this feed. Requires crontab.

Step 11   Select a **Category** for this feed by clicking in the box by the category name

Categorize news items:

☐ Idaho Library News
☐ NPR Books
☐ NPR News

New items in this feed will be automatically filed in the checked categories as they are received.

Step 12   Click **Submit** to save the changes

Submit

Note: The system will check for updates every 12 hours. You can manually request the feed be updated at any time.

MANUALLY UPDATING FEED ITEMS

Step 1   Click **Administer >> Content Management >> News aggregator**
               * See page 54 for the screenshots of this menu location

Step 2   Locate the desired feed in the list and click **Update items**

Feed overview

Title	Items	Last update	Next update	Operations
e-branch Blog	0 items	19 hours 6 min ago	0 sec left	edit remove items update items
Idaho Commission for Libraries Blog	0 items	19 hours 6 min ago	0 sec left	edit remove items update items
NPR Books	10 items	19 hours 6 min ago	0 sec left	edit remove items update items
NPR Top Stories	16 items	19 hours 6 min ago	0 sec left	edit remove items update items

WORKING WITH BLOCKS

ADDING A BLOCK

(Example: for local news)

Step 1   Click **Administer >> Site Building >> Blocks**

Step 2   Click **Add block**

Step 3   Enter in a description of your block in the **Block Description** text field

Step 4   Enter in the desired content in the **Block body**
                    * Note: This text area can accept text, html, and code snippets

Block body:

The content of the block as shown to the user.

Step 5   Click **Save block** to save the changes

Save block

ENABLING, DISABLING AND POSITIONING BLOCKS

Step 1   Click **Administer >> Site Building >> Blocks**
                    * See page 62 for the screenshots of this menu location

Step 2   Locate the block that you want to work with in the listing

Block	Region	Weight	Operations
Left sidebar			
On Our Site	left sidebar	-5	configure
Recent blog posts	left sidebar	0	configure
Navigation	left sidebar	5	configure
Right sidebar			
Link to e-branch Help site	right sidebar	-5	configure delete
Links to LiLI Portal Services	right sidebar	-3	configure delete
Legal Resources for Idahoans	right sidebar	-2	configure delete
Services for people with disabilities.	right sidebar	0	configure delete
Idaho Library News category latest items	right sidebar	0	configure
NPR Books category latest items	right sidebar	3	configure
NPR News category latest items	right sidebar	3	configure
Disabled			
Author information	<none>	0	configure
Book navigation	<none>	0	configure

Step 3   To the right of the Block's title, select the **Region** where you want to place
                    the block from the drop down list

```
<none>          ∨
<none>
left sidebar
right sidebar
content
header
footer
```

Step 4   Option: Set the weight to position the block higher or lower in the
                    selected region
                    * See page 34 for more information on weights

Step 5   Click **Save Blocks** to save the changes

Save block

ADDING ANOTHER SITE'S WIDGET

(Example: Weather)

Step 1   In a separate browser window, go to http://netweather.accuweather.com

Step 2   Follow the instructions on the web site for setting up the weather for your
                library website.

Step 3   Copy the snippet from that the site provide (**Web Page Code**)

Web Page Code

```
<div style='width: 240px; height:
420px; background-image: url(
http://vortex.accuweather.com/adcbin/net
weather_v2/backgrounds/spring1_240x420_b
```

HIGHLIGHT THIS CODE

Step 4   Open your e-Branch site in your browser

Step 5   Click **Administer >> Site Building >> Blocks**
                  * See page 62 for the screenshots of this menu location

Step 6   Click **Add Block**

Blocks
List   Add block

Step 7   Enter in a description of your block in the **Block Description** text field

Block description: *

A brief description of your block. Used on the block overview page.

Step 8   Paste the code snippet in the **Block body**

Block body:

The content of the block as shown to the user.

Step 9   Click **Save block** to save the changes

Save block

Step 10   **Enable** and **Position** the block
        * See page 64 for the walkthrough on this

WORKING WITH THEMES

CHANGING THE THEME

Step 1   Click **Administer >> Site Building >> Themes**

Step 2   To select one of the available themes, check the **Enabled** checkbox and select the **Default** radio button located to the right of the screenshot of your desired theme.

Step 3   Click **Save Configuration** at the bottom of the page

ADDING YOUR LOGO TO A THEME

Step 1   Click **Administer >> Site Building >> Themes**
                *See page 67 for the menu screenshots

Step 2   Click on **Configure**

Themes

| List | Configure |

Select which themes are av[...] to your users and specify the default theme. To configure site-wide display settings, click the "configure" [...]ove. Alternately, to override these settings in a specific theme, click the "configure" link for the correspon[...] theme. Note that different themes may have different regions available for rendering content like blocks. If you want consistency in what your users see, you may wish to enable only one theme.

Step 3   Click on the name of the theme that you are using
                *Note: The example images in this tutorial were taken from the 2point0 theme

Themes

| List | Configure |

Global settings | 2point0 | garland |

Step 4   Scroll down to **Logo image settings** and uncheck **Use the default logo**.

Logo image settings
If toggled on, the following logo will be displayed.

☑ Use the default logo
Ch[...]ere if you want the theme to use the logo supplied with it.

Path [...] stom logo:

The path to the file you would like to use as your logo file instead of the default logo.

Upload logo image:

[Browse...]

If you don't have direct file access to the server, use this field to upload your logo.

Step 5   Scroll down to the **Upload logo image** box and click **Browse**

*Tip: this logo should have a white or transparent background and be no larger than 150 pixels by 150 pixels.

Step 6   Browse to and Single click on the image that you want to upload

Step 7   Click **Save Configuration** at the bottom of the page

EMBEDDING A GOOGLE CALENDAR INTO YOUR SITE

Step 1   Go to http://www.google.com/calendar

Step 2   Click **Create a new Google Account**
* If you already have an account with Google, login and skip to Step 7

Step 3   To create an account, enter in your e-mail address and choose a password

Step 4   Enter in your **Name**, **Location**, **Time Zone**, and complete the **CAPTCHA**

Get started with Google Calendar

First name:

Last name:

Location: United States

Time zone: (GMT-07:00) Mountain Time
                    ☐ Display all timezones

Word Verification: Type the characters you see in the picture below.

                            coment

                            Letters are not case-sensitive

Step 5   Click **I accept Create my account** to finish creating your account

By clicking on 'I accept' below you are agreeing to the Terms of Service above and the Privacy Policy.

I accept. Create my account.

Step 6   Add events to your **Google Calendar**

Step 7   Click **Manage Calendars**

Step 8   To make the events be publically viewable, Click **Share this Calendar**

Step 9   Select **Share all information on this calendar with everyone**
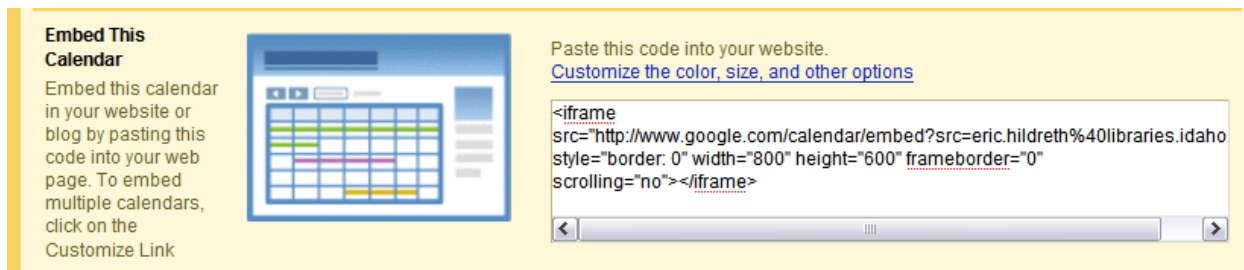

Step 10   **Save**

Step 11   Click **Manage Calendars**

Step 12   **Click** on the Name of Your Calendar that you want to Embed on Your Site

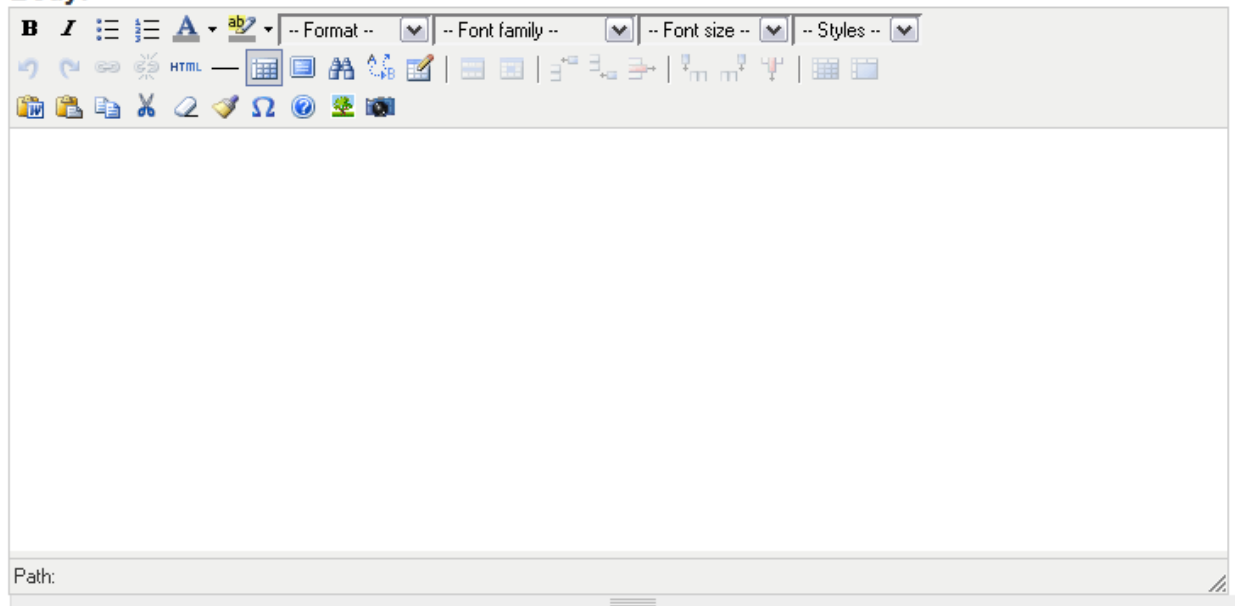Step 13   Scroll Down to the **Embed this Calendar** Section

Step 14 **Copy** the code snippet found in the text area
* Optional: Click the link Customize the color, size, and other options


```
<iframe
src="http://www.google.com/calendar/embed?src=eric.hildreth%40libraries.idaho
style="border: 0" width="800" height="600" frameborder="0"
scrolling="no"></iframe>
```

Step 15 Enter into **Edit Mode** on Your e-Branch Site

Step 16 The code that we copied from Google is in HTML. The TinyMCE editor does not allow you to paste HTML code directly into it, so you must **Disable Rich Text**.
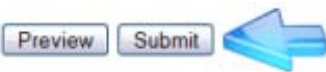

disable rich-text
- Lines and paragraphs break automatically.

Step 17   **Paste** the code snippet into the body

Body:

```
<iframe
src="http://www.google.com/calendar/embed?src=eric.hildreth%40libraries.idaho.gov"
style="border: 0" width="800" height="600" frameborder="0" scrolling="no"></iframe>
```

Step 18   Click **Submit** at the bottom of the page to save the changes